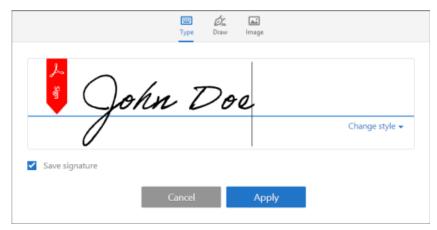


## STATE PRINTING CENTER + CENTRAL MAIL SERVICES

## **HOW TO SIGN A FILLABLE FORM**

- 1. Open the PDF document in Acrobat.
- 2. Click on the Sign icon in the toolbar. Or you can choose, **TOOLS** > **FILL** & **SIGN**.
- 3. After clicking the Sign icon, choose add your signature. This will open up the Signature panel.



## 4. OPTIONS:

**Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.

**Draw:** Draw your signature in the field.

**Image:** Browse and select an image of your signature.

**Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

- 5. Click Apply, and then click at the place in the PDF where you want to place the signature or initial.
- 6. Save your form.